



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	Requirements Management Officer - 18844
JOB ANNOUNCEMENT NUMBER	18844
SALARY RANGE	\$124,995 - \$157,100 annually
OPEN PERIOD	June 17, 2014 to June 16, 2015
POSITION INFORMATION	Rotational
DUTY LOCATION	McLean, VA
WHO MAY APPLY	US Citizens
SECURITY CLEARANCE	TS/SCI with CI Polygraph
SUPERVISORY STATUS	No
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	No

ORGANIZATIONAL MISSION:

OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

This announcement advertises a **GS-15** position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.

Organization Mission: The Assistant Director of National Intelligence for Systems and Resource Analyses (ADNI/SRA) is the principle staff assistant and advisor to the Director of National Intelligence (DNI) on matters pertaining to program analyses, evaluation and resource allocation through independent analyses and advice relevant to the National Intelligence Program (NIP) and the Military Intelligence Program. As the principle advisor to the DNI on these matters, the ADNI/SRA analyzes, evaluates, and provides alternative plans, programs, and budgets for DNI priority objectives, projected threats, estimated costs and resource constraints.

DUTIES:

Major Duties and Responsibilities:

Lead, plan, and develop background papers, talking points, and other analytic products to support IC senior leadership to make informed capability requirements decisions using needs and capability gap analyses.

Ensure that capability requirements are driven by mission needs and priorities, and address critical gaps and shortfall as identified by the DDNI/Intelligence Integration, Functional Managers, and Agency Heads.



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Provide subject matter expertise and recommendations regarding the formulation of IC strategies, policies, and plans to translate mission needs into potential capability options.

Lead capability needs and capability gap coordination groups in developing, refining, evaluating and coordinating intelligence capability needs, requirements, and priorities; prepare, coordinate, and present group findings and recommendations to senior decision makers.

Represent national intelligence user needs and capability gaps at program evaluations, budget and acquisition forums, and other public fora.

Lead, plan, and develop structured recommendations using established and validated capability needs, personal experience, and other analytic tools to fill in knowledge gaps needed by stakeholders for funding specific technical National/Military Intelligence Programs (NIP/MIP).

Oversee, develop, and execute strategies and plans that will inform senior decision makers as to the state of IC needs and capability gap processes; lead, plan, and directly manage actionable improvements to IC discipline of needs and capability gap generation and assessment.

Lead, plan, and develop recommendations for senior decision-makers within ODNI pertaining to the improvement of the Intelligence Community's (IC) intellectual underpinnings, techniques, and analytic bases for needs and capability gap generation/validation.

Lead, initiate, cultivate, and maintain productive working relationships with IC and other Department of Defense/United States Government (DoD/USG) elements in order to study and identify new and innovative ways of generating and depicting needs and capability gaps that more directly capture utility.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Required Knowledge, Skills and Abilities:

Expert knowledge of the IC and its components, missions, and interrelationships, including the ability to lead broad-based teams regarding key IC issues.

Extensive knowledge and work experience in intelligence operations providing needs, capability gaps, and capability requirements support to policy, planning, and/or operations strategy and development for a variety of disciplines (e.g., Geospatial Intelligence, Signals Intelligence, Measurement & Signatures Intelligence, and Communications Systems).

Extensive knowledge of IC and DoD collection management or needs/requirements management procedures and governing documents, as well as planning, programming, and budgeting processes.

Expert knowledge of needs, capability gaps, and capability requirements for specific-NIP acquisition programs, and how their contributions would satisfy intelligence requirements.

Extensive knowledge of modeling and simulation to support needs and requirements development, capabilities assessment, and other intelligence-related studies.



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Expert oral and written communications skills, including ability to clearly convey complex information and ideas at all levels of management.

Expert ability to develop consensus recommendations and to solicit input from colleagues and peers; proven ability to remain open-minded and change opinions on the basis of new information and requirements.

Desired KSAs:

Superior interpersonal, technical, and analytical skills required to effectively manage sensitive issues and expert ability to plan, lead, and implement complex technical projects.

HOW YOU WILL BE EVALUATED:

You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

BENEFITS:

Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

OTHER INFORMATION:

You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.



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HOW TO APPLY:

HOW TO APPLY (DETAILEE APPLICANTS)

DETAILEE: A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

AGENCY CONTACT INFO:

ODNI Recruitment

Phone: (703)275-3663

Email: RECRUITMENT@DNI.GOV

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.